# WAQAS AHMED

Waqassahmedd4@gmail.com

Contact# 0345-3462868

Address: House# H-61/1 Malir Extension colony

Karachi, Pakistan.

Dear Sir,

I am writing in response to the opening for downer funded project in Sindh, Karachi. Which I believe may report to you.

I can offer you more than eight years of experience in different type of office work which details are mentioned in attached resume with this covering letter.

I'm a reliable and diligent person with a great record in my previous companies. I am currently working as an administrative officer and office assistant. I have been praised for my ability to handle different office and administrative tasks.

I have attached my resume and relevant documents for your review and would welcome the chance to speak with you sometime.

Best regards,

Waqas Ahmed

# Waqas Ahmed

Finance & Admin Officer

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## Summary

To obtain a position as a Finance & Admin officer in a challenging environment where I can utilizes my skills & abilities.

## Experience

### Administration Officer at Tapal Energy (Pvt.) Ltd — 2022 – Continue

- *Supervision of janitorial staff *Repairing & maintenance at office building and purchasing of various office items *Monitoring of monthly issuance of janitorial items *Liaison with different private and government offices for delivery invoices, letters and challans. *Banks related works.

### Finance & Human Resource Officer at China National Logging Corporation (CNLC) — 2019 – 2022

- *Petty cash Handling *Disbursing salaries *updating petty cash book *Budget forecasting *Contract management *Hiring new employees *New employees account opening *Collecting employees Bio data *Payment to vendors *Utility bills payments *Exchange currency in USD for foreign employees

### HR Executive at Toyota Indus Motor Company — 2018 – 2018

- *Worked on assigned project for collecting and recording employees' internal and external training data. *Organized events. *Compiled daily attendance sheets. *Daily task reporting to senior manager HR on completion.

### Store & Account Officer at A&S Paints Pvt Ltd — 2014 – 2017

- *Store inventory management. *Issuance of gate passes. *Stock management. *Handling vendor payments. *Invoices and recipes handling. *Treasury management.

### International Business Executive at ICM Japan — 2012 – 2013

- *Contact with international Japanese used car importers and provide their desired vehicles at their destination ports.

## Education

### Bachelor in Commerce (B.Com) — 2013 – 2014
University of Karachi

- Accounting and Business management, Banking & Finance.

### Intermediate (General Science) — 2008 – 2009
Govt. College For Men (Nazimabad)

- Computer studies, Mathematics, Physics

### Matriculation (Science) — 2008 – 2009
Happy Home Grammar Secondary School

- Mathematics, Physics, English

## Contact

**Phone:** +923453462868
**Email:** waqassahmedd4@gmail.com
**Nationality:** Pakistani
**DOB:** 15.07.1990
**Gender:** Male
**Address:** House No. H-61/1 Malir Extension Colony, Karachi.

## Skills

MS Excel - Proficient
Ms word - Proficient
Internet & Browsing - Proficient

## Language

Urdu - Native
English - Advanced

## Achievements

### Diploma Information Technology (DIT)

- Having 1 year diploma certificate in information technology from the University of Karachi.

### Post graduate certificate (English Language)

- Having 1 year certificate in English Language from the department of European studies, University of Karachi.

### Office Administration Course

- Having a certificate of short course in office administration from the institute IACT. (Project of Govt.Sindh)

## References


### Mr. Shakeel Kayani
CNLC

- shakeel_kayani@live.com
- +923215366910

### Mr. Fahad
Belta paints

- fahad.ahmed9001@gmail.com
- +923412642442

Seat No. 527070

سیٹ نمبر ۵۲۷۰۷۰

# کراچی یونیورسٹی
# University of Karachi

**FACULTY OF MANAGEMENT & ADMINISTRATIVE SCIENCES**

**Bachelor of Commerce**

**کلیہ انتظامی و نظمیاتی علوم**

**بی۔ کام**

**Whereas** WAQAS AHMED S/O JAMIL AHMED

*has pursued a course of study prescribed by this University for the Degree of Bachelor of Commerce in the Faculty of Management & Administrative Sciences and has passed the requisite Annual / Supplementary examination of* 2014, *held in* 2014, *having been placed in* SECOND *class.*

*It is hereby certified that he/she has been duly admitted to the degree of* **Bachelor of Commerce** *in this University.*

*Registrar* — *Vice - Chancellor*

*Dated Karachi, the* 24TH AUGUST 2015

*Note :- Detailed transcripts of examination results have been issued separately.*

ہرگاہ وقاص احمد ولد جمیل احمد

نے کلیہ انتظامی و نظمیاتی علوم کے تحت بی کام کی سند کے لیے

اس جامعہ کے منظور کردہ نصاب کی تکمیل کرلی ہے اور

مطلوبہ امتحان سالانہ/ضمنی ۲۰۱۴ منعقدہ ۲۰۱۴ میں

کامیاب ہوکر دوم درجہ حاصل کرلیا ہے،

لہٰذا تصدیق کی جاتی ہے کہ انھیں اس جامعہ میں

بی۔ کام کے درجہ پر فائز کیا گیا۔

مستجل — شیخ الجامعہ

کراچی، بتاریخ ۲۴ اگست ۲۰۱۵

امتحان کے مضامین اور حاصل کردہ نشانات کی تفصیلات علیحدہ جاری کی گئی ہیں۔

# University of Karachi

First Division: 60%
Second Division: 45%

**INFORMATION TECHNOLOGY PROGRAM**
**DEPARTMENT OF MATHEMATICS**
DIPLOMA IN INFORMATION TECHNOLOGY, EXAMINATION 2010
( MARKS CERTIFICATE )

SEAT NUMBER: 1349 CLASS: DIT - B

NAME: WAQAS AHMED

FATHER'S NAME: JAMIL AHMED

| Course # | Course Titlte | Marks Obtained |
|---|---|---|
| DIT-101 | Introduction to Computer | 45 |
| DIT-102 | Data Structure & C++ | 55 |
| DIT-103 | Data Communication | 71 |
| DIT-104 | Concept RDBMS, Oracle SQL & PL/SQL | 76 |
| DIT-105 | Mathematics - I | 40 |
| DIT-206 | Graphic Designing | 50 |
| DIT-207 | Mathematics - II | 50 |
| DIT-208 | Oracle Database Administration | 48 |
| DIT-209 | Business Communication & Skills | 60 |
| DIT-210 | Computer Networking & Operating System | 60 |
| | Grand Total: | **555/1000** |

TOTAL MARKS IN WORDS: Five Hundred Fifty-Five

RESULT: **PASSES**

PERCENTAGE: **55.50 %** DIVISION: **SECOND**

REMARKS:

DEPT OF MATHEMATICS I.T PROGRAM UNIVERSITY OF KARACHI

Date : 05/03/2011 Checked By Convener I.T.

**Note:** University reserve the right to correct any inadvertant error that may be detected in the Marks Sheet

# University of Karachi

## *DEPARTMENT OF MATHEMATICS*

## *IT PROGRAM 2010 - 2011*

***This is to certify that***

*WAQAS AHMED S/O JAMIL AHMED*

***has successfully completed the Certificate in***

## DIPLOMA IN INFORMATION TECHNOLOGY

Convener, IT Program,
University of Karachi,
Karachi.

Date of Issue: 14 MAR 2011

Vice Chancellor,
University of Karachi,
Karachi

6350

# University of Karachi

## SEMESTER EXAMINATIONS SECTION

### MARKS SHEET FOR POST GRADUATE / DIPLOMA / CERTIFICATE

NAME: WAQAS AHMED FATHER'S NAME: JAMIL AHMED

DEPARTMENT: AREA STUDY CENTRE FOR EUROPE CLASS: ENGLISH-CERTIFICATE

SEAT NO. C-1133144 ENROLMENT NO. ART/ASC/KU-33218/2011

FACULTY: ARTS YEAR OF AWARD OF DEGREE: 2012

SEMESTER-I: YEAR SESSION 2012

| COURSE NUMBER | COURSE TITLE | MARKS |
|---|---|---|
| 101 | ENGLISH-I | 71 |
| | XXXXXXX | |
| | | |
| | | |
| | | |
| | | |
| | | |

SEMESTER-II: YEAR SESSION 2012

| COURSE NUMBER | COURSE TITLE | MARKS |
|---|---|---|
| 102 | ENGLISH-II | 80 |
| | XXXXXXX | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|---|---|---|
| RESULT : PASSES | PERCENTAGE : 75.5% | GRAND TOTAL: 151 /200 |

Prepared By: Position: XXXXXXXXXXXXXX

Checked By: Deputy Controller:

Dated: 20-JUN-2014

Seat No.. 113314 4

سیٹ نمبر ۱۱۳۳۱۴۴

# کراچی یونیورسٹی

# University of Karachi

## سرٹیفکیٹ زبان (انگریزی)

تصدیق کی جاتی ہے کہ وقاص احمد ولد جمیل احمد

نے سرٹیفکیٹ زبان (انگریزی) کے لئے اس جامعہ کے منظورہ نصاب کی

تکمیل کرلی ہے اور مطلوبہ امتحان منعقدہ ۲۰۱۲ میں کامیابی حاصل کرلی ہے۔

**Certificate in** ENGLISH **Language**

*This is to certify that* WAQAS AHMED S/O JAMIL AHMED

*has pursued a course of study prescribed by this University for the* **Certificate in** ENGLISH **Language** *and has passed the requisite examination held in* 2012

*Controller of Examinations*

ارشد اعظمی
ناظم امتحانات

*Dated Karachi, the* 17TH SEPTEMBER 2014

کراچی، بتاریخ ۱۷ ستمبر ۲۰۱۴

امتحان کے مضامین اور حاصل کردہ نشانات کی تفصیلات علیحدہ جاری کی گئی ہیں۔

**Note :-** *Detailed transcripts of examination results have been issued separately.*

iACT

Institute for Advancing Careers and Talents

# Transcript

Name : Waqas Ahmed

Course : Office Administration

Cohort : XI

Father Name : Jamil Ahmed

G.R. No. : INS-OA-024

Duration : Dec 2013 to Feb 2014

Project : INSPYRE

Module-wise Result

| Learning Module | Max. Marks | Marks Obtained | Percentage Secured |
|---|---|---|---|
| Core Subject | 100 | 69 | 69% |
| English Language | 100 | 86 | 86% |
| Accounting | 50 | 40 | 80% |
| Office Equipment's | 25 | 14 | 56% |
| Customer Service | 25 | 15 | 60% |
| Personal and Career Development | 50 | 36 | 72% |
| Attendance | 50 | 44 | 88% |

**Comprehensive Result**

| Total Marks | Marks Obtained | Percentage Secured | Attendance | Final Result |
|---|---|---|---|---|
| **300** | 304 | 76% | 88% | Pass |

**Qualifying Criteria**

Assessment: 50% Minimum Overall

Attendance: 70% Minimum Overall

Academic Coordinator

Manager Centre Operations

iACT

Institute for Advancing Careers and Talents

**Changing Lives**

INSPYRE

Sports & Youth Affairs Department
Government of Sindh

Habib University Foundation

**INSPYRE is a collaborative project of Sports & Youth Affairs Department, Government of Sindh, and Habib University Foundation (H.U.F.).**

# Course Certificate

This is to certify that

**WAQAS AHMED**

has successfully completed a course of

**OFFICE ADMINISTRATION**

Certificate awarded on **JANUARY 15, 2016**

Manager Centre Operations
Institute for Advancing Careers and Talents (iACT)

Head Projects
Habib University Foundation (H.U.F.)

iACT is registered with Sindh Board of Technical Education (SBTE) and Sindh Technical Education and Vocational Training Authority (STEVTA)

REG. NO: 1206

S. NO: 3786

# The Computing Next

REGISTRED WITH SINDH BOARD OF TECHNICAL EDUCATION

# Certificate of Excellence

## This is to Certify that

Waqas Ahmed **S/o** Jamil Ahmed

***Has Successfully Completed the Course*** **CIT** ***In***

**1.** Introduction to IT **2.** MS Windows **3.** MS Word **4.** MS Excel

**5.** MS Power Point **6.** MS Access **7.** Internet

**This is a Six Months Course**

THE COMPUTING NEXT VALID & APPROVED Malir, Karachi.

01-01-06 to 31-06-06

**Duration**

**Director**

**Director of Studies**

Sl. No.
U - 020329

Roll No.
425720

# Board of Secondary Education, Karachi

## Secondary School Certificate Examination, 2006

## SCIENCE GROUP

Certified that **WAQAS AHMED**

Son/Daughter of **JAMIL AHMED**

whose date of birth is **TWELFTH JULY** one thousand nine hundred **EIGHTY-NINE** has duly passed the Secondary School Certificate Examination held in the month of **MARCH 2006** as **a REGULAR** Candidate in the subjects mentioned below and has been placed in GRADE **B** He/She obtained **586** Marks.

| COMPONENT I | COMPONENT II |
|---|---|
| **SINDHI SALEES** | **MATHEMATICS** |
| **URDU NORMAL** | **COMPUTER STUDIES** |
| **ENGLISH** | **PHYSICS** |
| **PAKISTAN STUDIES** | **CHEMISTRY** |
| **ISLAMIAT** | |

COMPONENT III

He/She offered **XXXXXXXXXXXXXX**

as Vocational Subjects and has been awarded grade **XXXX**

by his/her Institution on the basis of Internal Assesment.

DATED **28-09-2007**

(PROF. ASIF PASHA SIDDIQUI)
Secretary

Note: This certificate is issued without alteration or erasure.
Please also see on the reverse.

# APPENDIX XIV
## FORM 'P-1'

No. DB/6411/2007

*The Pakistan Citizenship Act, 1951 (II of 1951) and rules made thereunder (Vide Rule 23)*

# CERTIFICATE OF DOMICILE

Whereas WAQAS AHMED (In block letters) S/o - D/o - W/o JAMIL AHMED (In block letters)

has applied for a certificate of a domicile under the Pakistan Citizenship Act, 1951 (II of 1951,) alleging with respect to himself / herself the particulars set out below, and has satisfied the undersigned that the conditions laid down in section 17 of the Act for the grant of a certificated of domicile and fulfilled in the said WAQAS AHMED case.

Now, therefore, in pursuance of powers conferred by said Act and rules the made threunder, the undersigned hereby grants to the said WAQAS AHMED this certificate of domicile.

In witness whereof I have subscribed my name this day of 24-2-2008

Signed

Name

Designation

District Government of Karachi — District Coordination Officer

Deputy Commissioner — Korangi Town City Government Karachi

## PARTICULARS RELATING TO THE APPLICANT

**Full Name** WAQAS AHMED

**Father's Name** JAMIL AHMED

**Address in Pakistan** H-66/10, MALIR EXTENSION COLONY, KARACHI.

**Address in the country out side Pakistan** NIL

**Place of domicile** { Place KARACHI Prov./Admn. SINDH Tehsil Distt.

**Date of arrival in the Place of domicile** Since birth 15.07.1990

**Married / Single / Widow / Widower** Single

**Name of wife or husband** nil

**Name of children and their ages** nil

Matric from Karachi 2006

Appeared in HSC

**Trade or Occupation** Student

**Marks or Identification** Photo attached

**N.I.C. No.** 42501-1876956-7

District Government of Karachi — District Coordination Officer

PHOTOGRAPH

P.R.C. NO. 6611/2008

DATED: 18-12-2008

# FORM " D "

( See Rule 5 (I) (b)

Form of certificate of permanent residence in the Province of Sindh for purpose of recruitment to the Public Service of Sindh.

## CERTIFICATE

I hereby certify that for the reasons given below Mr./Mrs./Miss. WAQAS AHMED

S/o / D/o JAMIL AHMED has his / her permanent residence

in H-66/10, MALIR EXTENSION COLONY, KARACHI here enter name of

place Karachi MALIR District in the Province of Sindh.

This certificate is granted for the purpose of recruitment to the Public Service in Sindh.

(here enter reasons)

1 - ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

Place Karachi MALIR

Dated the 24-12- 2008

District Co-ordination Officer

CITY GOVERNMENT KARACHI